



September 14, 2006

2006 FISCAL YEAR-END BULLETIN # 9a

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: NF533/CCR Due Dates for FY07

This Bulletin establishes the following due dates for submitting Contractor Cost Report (CCR)/NF533 data into SAP for Fiscal Year 2007. Please see the attached schedule.

Due to the scheduled November 13, 2006 opening date for FY07 business operations in SAP, all CCR Analyst input of the NF 533 and CCR Administrator processing would not be complete before October period closing.

The CCR Analysts will begin processing the 'September Actual/October Estimates NF 533' on November 13. Review and approval of the CCR Accrual Worksheet to status 3 must be completed ASAP, but no later than November 15. In order for any CCR Analyst to process the next NF 533 (October Actual/November Estimate), the previous month's NF533 must be successfully processed to status 6 by the CCR Administrator.

We recognize the intense schedule, especially with the holiday. In order to provide additional assistance, we will schedule entry labs in building 204/room 101A to assist CCR Analysts with completing the activities in the new SAP environment.

Please contact Nguyen Trang at 4-1169 or Nguyen.Trang-1@nasa.gov if you have any questions. This Bulletin is also available at <http://cfo.arc.nasa.gov/fye.html>.

Original Signed By
Code C Fiscal Year-End/New Year Start Up Team

Distribution
Code C

NF533/CCR Due Dates for Fiscal Year 2007

Accrual Month/Year	Activity Description:	1.) Input as "CCR Due Date" field in Cost Entry (SAP)	2.) CCR Status – 02 Input 533 data in Cost Entry (SAP)	3.) CCR Status – 03 Review/Accept CCR Accrual Wksht	4.) CCR Status – 06 Accruals Posted in SAP
	Responsible Role:	CCR Analyst	CCR Analyst	CCR Analyst	CCR Administrator
	Sept – 9/2006	9/15/06	9/19/06	9/21/06	9/28/06
	Oct – 10/2006	10/16/06	11/13/06	11/15/06	11/20/06
	Nov – 11/2006	11/15/06	11/21/06	11/24/06	11/30/06
	Dec – 12/2006	12/14/06	12/18/06	12/21/06	12/27/06
	Jan – 01/2007	1/16/07	1/18/07	1/23/07	1/29/07
	Feb – 02/2007	2/14/07	2/16/07	2/22/07	2/26/07
	March – 03/2007	3/14/07	3/16/07	3/21/07	3/28/07
	April – 04/2007	4/13/07	4/17/07	4/20/07	4/26/07
	May – 05/2007	5/14/07	5/16/07	5/21/07	5/29/07
	June – 06/2007	6/14/07	6/18/07	6/21/07	6/27/07
	July – 07/2007	7/16/07	7/18/07	7/23/07	7/27/07
	Aug – 08/2007	8/14/07	8/16/07	8/21/07	8/29/07
	*Sept – 09/2007	*9/17/07	*9/19/07	*9/21/07	*9/26/07

Activity Description:

- 1.) Do NOT fill anything in the "CCR Due Date Terms" field in the CCR Cost Entry screen of SAP. Use the dates provided above to populate the "CCR Due Date" field in the CCR Cost Entry in SAP. The Cost Account Branch (CFG) will monitor the timeliness of the 533s based on the dates provided.
- 2.) Input the NF533 Cost Data on the CCR Cost Entry Screen and submit to "Status 02 – Submitted" by the dates provided.
- 3.) Review the CCR Accrual Worksheet to "Status 03 – Accepted by Analyst" by the dates provided above.
 - a. Any NF533s not in Status 3 by the due date will be processed in SAP with the default allocation method. No adjustments will be allowed in the following month. In addition, non-compliance with the due dates will be reported to the Cost Accounting Branch Chief, Deputy Chief Financial Officer of Finance, and the CCR Analyst's supervisor.
- 4.) CCR Administrator (in CFG) will complete the accrual postings in SAP by the dates provided; all the above activities must be completed in a timely manner to allow for adequate review, validation, and processing time.

* September 2007 is subject to change due to fiscal year end activities.